
JOB ANNOUNCEMENT

Job Title: **Human Resource Director**

Status: **Permanent Full Time Position**

Salary: **Executive Pay Plan (E-1)** **\$55,000 to \$80,000 Annual Salary DOQ**

Open Date: **December 22, 2015** Closing Date: **February 2, 2015 at 5:00 p.m.**

Description:

Administers or coordinates all human resource management functions including recruitment and processing of all new employees; compensation, benefits and employee relations, and ensures programs, records and procedures comply with all federal and state laws governing such personnel practices; compiles and analyzes data and makes recommendations to City Council and management concerning all human resource related matters. Serves as the City Civil Service Director; secretary to the Civil Service Commission; performs work incidental to the civil service system as required by the Commission and Chapter 143 of the Texas Local Government Code.

Qualifications:

College degree (min. B.A.) in Public Administration, Human Resources Management, or equivalent training and experience, plus at least five years of human resources experience in a government agency; or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities. Previous experience in civil service is preferred.

Certificates/Licenses Required:

None

Content:

A City of Taylor Application is required for this position. Resumes alone WILL NOT BE ACCEPTED they must be attached to a City application. Application can be found on the City's website at www.taylortx.gov. Please send your application to:

Mail, Email or Deliver to: Rosemarie Dennis, City of Taylor, 400 Porter St., Taylor, TX 76574

Questions:

Email: rosemarie.dennis@taylortx.gov

Phone: (512) 352-5997

Website: www.taylortx.gov

Benefits: Health, Dental and Long Term Disability Insurance (*Employee coverage paid by the City*); 7% 1 ½ to 1 match retirement with Texas Municipal Retirement System; Social Security match; Paid holidays, vacation and paid sick days.

The City of Taylor is an *Equal Opportunity Employer*.

Minorities are encouraged to apply.



JOB DESCRIPTION

Class No: 237

Job Title: Director of Human Resources/
Civil Service

Pay Group: Exec Pay Plan (E-1)

EEOC Category: Officials & Administrators

Date: December 16, 2014

FLSA Category: Exempt

BRIEF DESCRIPTION OF THE JOB: Administers or coordinates all human resource management functions including recruitment and processing of all new employees; compensation, benefits and employee relations, and ensures programs, records and procedures comply with all federal and state laws governing such personnel practices; compiles and analyzes data and makes recommendations to City Council and management concerning all human resource related matters. Serves as the City Civil Service Director; secretary to the Civil Service Commission; performs work incidental to the civil service system as required by the Commission and Chapter 143 of the Texas Local Government Code.

ORGANIZATIONAL RELATIONSHIPS:

Reports to: City Manager or his designee

Directs: Administrative Asst-HR

Other: Works closely with the City Manager and all city department heads; and has frequent contact with city staff and the general public.

ESSENTIAL DUTIES:

This is a description of the way this job is currently performed; there is potential for accommodation.

Description of Work	Av. % of Time	Strength*	Physical Demand Code*
Prepares and maintains computer files for calculating salary, wages and benefit cost projections for annual budget preparation.	7%	L	B,H,I,Q
Prepares job descriptions for new classification and edits, amends changes to existing ones.	4%	L	B,H,I,Q,S
Conducts Salary Survey, preparing and analyzing statistical data, providing review and recommendation for salary adjustments.	5%	M	A,B,C,D,E,G, H,I,Q,R,S
Prepares and distributes employee performance evaluations to Departments monthly.	3%	L	B,H,I,Q
Conducts and coordinates training/development programs	3%	L	A,B,C,D,E,G,

and information seminars, including supervisory and management training, new employee orientation.			H,I,Q,R,S
Coordinates recruitment efforts with all operating departments, advertising and posting open positions in newspaper and websites, oversees the hiring process, which includes employee verifications, performing reference checks, criminal background checks, physicals, drug testing and processing of applications for City employment.	10%	L	A,B,C,D,E,G, H,I,Q,R,S
Directs and closely supervises the establishment and maintenance of personnel records and files. Performs open records requests.	3%	L	A,E,F,G,H,J,K, M
Administers employee benefits program for insurance, deferred compensation, retirement and assists employees with benefit problems working closely with employees, benefit carriers and the City Manager. Prepares annual communications on total benefits packages for each employee. Periodically assesses employee's benefit needs.	10%	M	B,D,E,G,H,I,Q, R,S
Organizes and coordinates meetings with employee groups in conjunction with open enrollment for changing benefit coverage's. Serves as employee liaison with insurance provider. Organizes annual health fairs, flu shot clinics.	5%	L	A,B,C,D,E,G, H,Q,R,S
Advise City management regarding personnel practices and labor/employment law. Handle issues such as employee complaints and harassment allegations. Assists City Manager with grievance procedures and resolutions. Consults with legal counsel as necessary.	10%	L	A,B,C,D,E,G, H,I,Q,R,S
Oversee and administer drug/alcohol-testing program.	6%	L	B,C,D,E,G,H,I, Q,R,S
Ensures City's compliance with Federal Laws including provisions of COBRA, FLSA, FMLA and PPACA.	5%	L	A,B,C,D,E,G, H,I,Q,R,S
Ensures City's compliance with HIPAA requirements and serves as the Privacy Official.	2%	L	A,B,C,D,E,G, H,I,Q,R,S
Handles on-the-job injuries, making sure all forms are completed and forwarded to TML.	6%	L	A,B,C,D,G,H,I, Q,R,S
Serves as the City Civil Service Director; secretary to the Civil Service Commission; administers police and fire exams; performs work incidental to the civil service system as required by the Commission and Chapter 143 of the Texas Local Government Code.	10%	L	A,B,C,D,E,G, H,I,Q,R,S
Prepares quarterly unemployment reports and annual IRS reports.	5%	L	B,C,D,E,G,H,I, M,Q,R,S
Develops, recommends, administers and reviews personnel policies and procedures; prepares and maintains handbook on policies and procedures. Provides appropriate training to new employees. Interprets and counsel employees and managers on policies. Updates as needed.	6%	L	A,B,C,D,E,G, H,I,Q,R,S
Performs other duties as assigned.	Constant	L	All

PHYSICAL DEMANDS:

1. Overall Strength Demand

 Sedentary X Light to Medium Heavy Very Heavy

2. Frequency for each physical demand listed in Essential Duties:

<u> F </u> A. Standing	<u> F </u> G. Reaching	<u> R </u> L. Crawling	<u> C </u> Q. Vision
<u> F </u> B. Sitting	<u> F </u> H. Handling	<u> O </u> M. Bending	<u> C </u> R. Hearing
<u> F </u> C. Walking	<u> F </u> I. Fine Dexterity	<u> O </u> N. Twisting	<u> C </u> S. Talking
<u> F </u> D. Lifting	<u> O </u> J. Kneeling	<u> O </u> O. Climbing	<u> R </u> T. Foot Controls
<u> O </u> E. Carrying	<u> O </u> K. Crouching	<u> R </u> P. Balancing	<u> </u> U. Other
<u> O </u> F. Pushing/Pulling			

C-Continuously, F-Frequently, O-Occasionally; R-Rarely

3. Description of Physical Demand

Physical Demand	Description
STANDING/WALKING	Greeting public and employees, making copies, research, filing
SITTING	Computer work; primary work position to work at desk; attend meetings
LIFTING/CARRYING	Maintain personnel files, storage boxes; bound documents; manuals
REACHING	Answering telephone, work in files
HANDLING	Documents, files, applications
CROUCHING	Work in low file cabinet drawers
KNEELING	Adding copier paper
BENDING	Change paper in copier, obtain files from lower drawers
TWISTING	Moving from desk to computer to book shelf
VISION	Computer work, reading policies and procedures, applications; conduct/facilitate meetings
FINE DEXTERITY	To complete all paper and computer work, to make notes during meetings, to operate telephone, vehicle
HEARING/TALKING	To communicate with a wide variety of people including, but not limited to, citizens, city staff, City Council, Civil Service Commission. Discussing issues or problems with others in person or on the telephone.

NON-PHYSICAL DEMANDS:

<u> C </u> time pressures	<u> O </u> noisy/distracting environment
<u> F </u> emergency situations	<u> C </u> tedious exacting work situation
<u> F </u> irregular schedule/overtime	<u> F </u> working closely with others as part of a team
<u> R </u> danger/physical abuse	<u> C </u> performing multiple tasks simultaneously
<u> C </u> frequent change of tasks	<u> </u> other (describe below)
<u> F </u> varying periods of idle time interspersed with emergencies requiring intense concentration	

C-CONSTANTLY (2/3 or more of the time), F-FREQUENTLY (1/3 TO 2/3 of the time), O-OCCASIONALLY (up to 1/3 of the time), R-RARELY (Less than 1 hour per week)

EQUIPMENT, MACHINES, TOOLS, AND WORK AIDS:

Personal computer, printer, calculator, fax machine, copier, telephone, word and excel software, Outlook, Incode software.

KNOWLEDGE AND ABILITIES:

Knowledge of: - Knowledge of Incode software.

- Knowledge of personnel policies, procedures, and benefits as they relate to Payroll and Human Resources.
- Knowledge of applicable state and federal laws.
- Strong customer relation's skills.
- General knowledge of benefits administration and specific knowledge of COBRA, HIPAA, FMLA, FLSA, PPACA and Local Government Code Chapter 143 Civil Service.
- Considerable knowledge of Human Resource principles and practices and Chapter 143 of the Texas Local Government Code.

Ability to:

- Manage and administer a broad range of tasks including resolving complaints and counseling management and employees on the interpretation of policies and procedures.
- Handle confidential and sensitive information in a professional and tactful manner.
- Perform general math calculations relating to payroll and salaries.
- Communicate effectively verbally and in writing.
- Prepare written reports, spreadsheets, correspondence and presentations.
- Establish effective working relationship with city staff from various divisions.
- Operate standard office equipment, including computer and standard word processing and spreadsheet software.
- Analyze and evaluate programs, policies, procedures and/or services.
- Prioritize work assignments
- Regular and timely attendance is required

ACCEPTABLE EXPERIENCE AND TRAINING:

College degree (min. B.A.) in Public Administration, Human Resources Management, or equivalent training and experience, plus at least five years of human resources experience in a government agency; or any equivalent combination of experience and training, which provides the required knowledge, skills, and abilities.

CERTIFICATES/LICENSES REQUIRED:

None

I acknowledge that I have read and understand the duties and demands required of this position and further affirm that I can perform them as described with or without reasonable accommodations. This job description does not constitute an employment agreement and is subject to change as deemed appropriate by the City of Taylor.

Applicant or Employee:

Printed Name

Signature

Date



CITY OF TAYLOR APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574****

Phone: (512)352-5993

www.taylortx.gov

If you need assistance in completing this employment application, please inquire at the Human Resources Office. The City conducts pre-employment qualification testing and personal interviews in the application process. If you believe you will require reasonable accommodations (e.g., interpreter, TDD, scheduling adjustments) in the application process, please inform the Human Resources Office in writing when you submit your application.

PERSONAL DATA

(LAST NAME) (FIRST NAME) (INITIAL)

(STREET ADDRESS, RFD, P.O. BOX)

(CITY) (STATE) (ZIP CODE)

Phone Numbers:(____)_____ Social Security Number _____

(____)_____ Position(s) Applied for _____

Date you would be available to start work? _____

Check type of work you are seeking: ☐ Regular ☐ Temporary ☐ Part time ☐ Full time

Have you ever filed an application with the City of Taylor before? ☐ Yes ☐ No If yes, when? _____

Have you ever been employed here before? ☐ Yes ☐ No If yes, when? _____

Are you related to any person employed by the City of Taylor? ☐ Yes ☐ No

If yes, list name and relationship: _____

Minimum Salary Requesting \$_____ per _____

FOR OFFICE USE ONLY

Received _____ Ltr sent _____

Refs chkd _____ Bkgd ck _____

Interview _____ Hired _____

Name of School Attended	City/State	Dates Attended From To	Certificate/Diploma or Degree Received

SKILLS: List any additional special skills you may have (computer software, special equipment, languages, etc.)

EMPLOYMENT EXPERIENCE: List each position held. Start with your present or most recent assignment and work backward. If you need additional space, please continue on a separate sheet of paper. Attach additional sheets or resume if needed.

May we contact your present employer? ☐ **Yes** ☐ **No**

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

Employer	Employed From:	To:
Employer Address	Starting salary	Ending Salary
Job Title	Supervisor and Phone no.	
Summary of job duties	Reason for leaving	

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ADDITIONAL INFORMATION: By law, you must be authorized to work in the United States in order to be employed by the City of Taylor. Are you a citizen of the United States or legally authorized to work in the United States? ☐ **Yes** ☐ **No**

Have you ever been convicted of a felony, misdemeanor, or any other crime or been the subject of deferred adjudication? ☐ **Yes** ☐ **No** If yes, give details below.

If yes, please explain. (Omit convictions for minor traffic citations unless the position for which you are applying requires the operation of a motor vehicle. Conviction will not result in your automatic disqualification for employment but a false statement or an omission will disqualify you. The seriousness of the crime, the date of conviction and the relevance of the crime to the position will be considered.)

Date of Offense Month/Year	Type of Offense	Level and Degree of Offense			Court Disposition (Convicted, Deferred Adjudication)
		Felony	Misdemeanor	Other Crime	

Do you have a current Texas Driver’s License? ☐ **Yes** ☐ **No** License # _____
Type of license: ☐ Class C ☐ CDL ☐ Other _____

If you are 18 years old or younger please give your date of birth _____

REFERENCES: List three persons not related to you who are qualified to describe your capabilities for the position you seek.

NAME	ADDRESS	PHONE	OCCUPATION

AUTHORIZATION FOR RELEASE OF INFORMATION: I certify that the statements and information contained herein are true, complete and correct to the best of my knowledge and I authorize any former employer to release to an authorized representative of the City of Taylor any and all employment records or other information it may have about my employment. I understand that the information will be used for the purpose of evaluating my application for employment and that I am responsible for providing legal documents and verifying my identity and eligibility for employment. In addition, I understand that if selected for an interview, true copies of all degrees, certificates or licenses listed on this application will be required before an offer of employment can be made. A photocopy of this authorization shall be as valid as the original.

I certify that all the information provided by me in connection with my application, whether on this document or not, is true and complete, and I understand that any misstatement, falsification, or omission of information shall be grounds for refusal to hire or, if hired, termination.

I understand that the City of Taylor may check with the Texas Department of Public Safety and/or the Federal Bureau of Investigation for any criminal history in accordance with job requirements.

I understand that offers of employment are conditioned upon my passing a Drug Screening.

I understand that if hired, my employment would be for no definite period of time and may, regardless of the date of payment of my wages or salary, be terminated at any time. All information is subject to verification and that intentional misrepresentation on my application or during the interview process will subject me to immediate discharge. The City of Taylor is an “at-will” employer and only written representations of offers made by the City of Taylor will be enforceable.

Signature of Applicant: _____

Date: _____



CITY OF TAYLOR
APPLICATION FOR EMPLOYMENT

An Equal Opportunity/Affirmative Action Employer

400 Porter Street, Taylor, Texas 76574

Phone: (512)352-5993

www.taylortx.gov

EEOC STATISTICAL DATA FORM

Dear Applicant:

Our commitment to a policy of providing equal employment opportunities to all applicants without regard to race, color, disability, religion, age, sex or national origin requires that certain information on all job applicants be gathered and maintained for statistical purposes only. Completion of this form is voluntary on your part and will not affect your opportunity for employment with us. However, to fulfill our commitment, we would appreciate your supplying the information requested below.

PLEASE NOTE: The information requested on this form will be used for statistical reporting purposes only. It will be separated from your application form and will not be used in any way in evaluating your qualifications for employment, nor will it become part of your personnel file if you are hired.

INSTRUCTIONS: Please check the box corresponding to the correct response(s) in each of the categories below.

SEX

- ☐ Male
☐ Female

AGE (in years)

- ☐ Under 40
☐ 40 and above

RACIAL/ETHNIC GROUP

- ☐ Caucasian (Not of Hispanic Origin)
☐ Black (Not of Hispanic Origin)
☐ Hispanic Origin
☐ Asian or Pacific Islander
☐ American Indian or Alaskan Native

HOW DID YOU FIND OUT ABOUT THE JOB?

- ☐ Posted Job Announcement
☐ Texas Employment Commission
☐ Current Employee
☐ Friend
☐ Newspaper _____
☐ Just walked in
☐ Other (specify) _____

DISABILITY

Do you have a disability? ☐ Yes ☐ No

(A disability is described as: 1) physical or mental impairment which substantially limits a major life activity; 2) previous record of such an impairment; or 3) being regarded as having such an impairment.)



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Authorization for Release of Information

I hereby authorize any investigator or duly accredited representative of the City of Taylor bearing this release to obtain any information from schools, residential management agents, employers, criminal justice agencies, or individuals, relating to my activities. This information may include, but is not limited to, academic, residential, achievement, performance, attendance, personal history, disciplinary, and conviction records. I hereby direct you to release such information upon request of the bearer. I understand that the information released is for official use by the City of Taylor and may be disclosed to such third parties as necessary in the fulfillment of official responsibilities.

Written inquiries about criminal convictions will not automatically disqualify an applicant for a particular job and the type and seriousness of the crime, the frequency of violations, the applicants age at the time of conviction, the date of conviction, and the applicant's entire work and educational history will be considered.

I hereby release any individual, including record custodians, from any and all liability for damages of whatever kind or nature which may at any time result to me on account of compliance, or any attempts to comply, with this authorization.

Applicant's name (Print or Type)

Date

Applicant's signature

Social Security Number

Address

Phone



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NEPOTISM CERTIFICATION

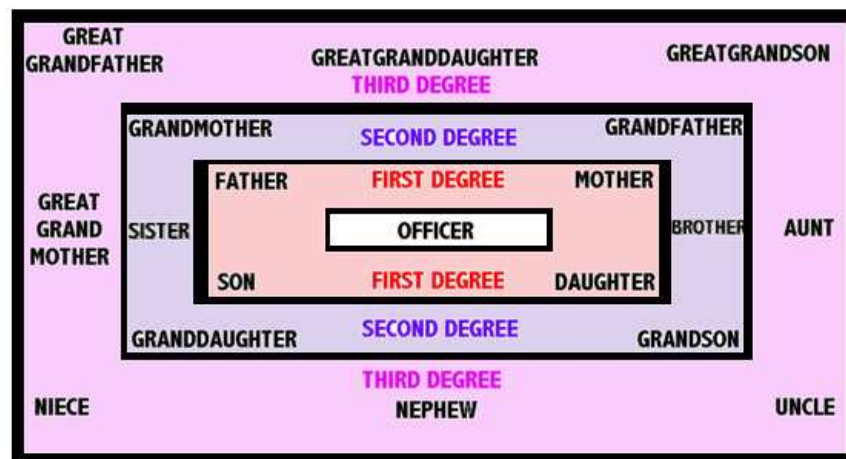
Applicant's Name _____

Position(s) Applying For: _____

No person may be employed by the City of Taylor who is related within the second degree of affinity (marriage) or within the third degree of consanguinity (blood) to any member of the City Council, City Manager or to any employee who would supervise his or her job performance. (See the chart below.)

Are you or your spouse related by blood to any of the above parties or to your prospective supervisor in any way? ☐ Yes ☐ No If yes, please explain

Nepotism Charts



CONSANGUINITY KINSHIP CHART



AFFINITY KINSHIP CHART

* Spouses of relatives within the first or second degree of consanguinity (e.g., son-in-law, mother-in-law, brother-in-law, etc.) are also included in the prohibition.

Signature _____ Date _____

DPS Computerized Criminal History (CCH) Verification

(AGENCY COPY)

I, _____, acknowledge that a Computerized Criminal

APPLICANT or EMPLOYEE NAME (Please print)

History (CCH) check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply. (This is not a consent form.) Authority for this agency to access an individual's criminal history data may be found in Texas Government Code 411; Subchapter F.

Name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, therefore the organization conducting the criminal history check is not allowed to discuss with me any criminal history record information obtained using this method. The agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search. Once this process is completed the information on my fingerprint criminal history record may be discussed with me.

In order to complete the process I must make an appointment with the Fingerprint Applicant Services of Texas (FAST) as instructed online at www.txdps.state.tx.us /Crime Records/Review of Personal Criminal History or by calling the DPS Program Vendor at 1-888-467-2080, submit a full and complete set of fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$24.95 to the fingerprinting services company.

(This copy must remain on file by your agency. Required for future DPS Audits)

Signature of Applicant or Employee

Date

CITY OF TAYLOR

Agency Name (Please print)

ESTHER A. WALTON

Agency Representative Name (Please print)

Signature of Agency Representative

Date

**Please:
Check and Initial each Applicable Space**

CCH Report Printed:

YES _____ NO _____ _____ initial

Purpose of CCH: _____

Empl ____ Vol/Contractor ____ _____ initial

Date Printed: _____ _____ initial

Destroyed Date: _____ _____ initial

Retain in your files